

**DEPARTMENT OF COMMERCE DEMONSTRATION PROJECT  
DEPARTMENTAL PERSONNEL MANAGEMENT BOARD**

*CHARTER*

I. Establishment

Title V of the Civil Service Reform Act, now codified in 5 U.S.C. 4702, authorizes the Office of Personnel Management (OPM) to conduct demonstration projects that experiment with new and different human resources management concepts to determine whether changes in human resources management policies and procedures result in improved management of human resources. The Department of Commerce (DOC) received approval to conduct a Demonstration Project, as published in the Federal Register Notice, dated December 24, 1997. The Department of Commerce received approval from OPM in Fiscal Year 03 to extend and expand the demonstration project in order to broaden the scope of this test to additional organizations with different missions. The composition of the DOC Departmental Personnel Management Board (DPMB) is being revised per the Federal Register Notice, dated September 17, 2003.

II. Purpose

The purpose of the DPMB is to manage and oversee the DOC Demonstration Project.

III. Jurisdiction

The DPMB has jurisdiction over all DOC Demonstration Project systems, and over personnel actions dealing with any demonstration project position.

IV. Functions

- A. The DPMB shall manage, evaluate, and set policy and procedures for the project systems.
- B. The DPMB shall direct and oversee any system changes that require OPM approval or publication in the Federal Register.
- C. The DPMB shall interpret and clarify DOC Demonstration Project policy.
- D. The DPMB shall establish, revise, and oversee all management and administrative structures for conducting and evaluating the Project and for managing Project human resources systems in general.
- E. The DPMB shall determine and oversee the delegations of authorities to managers, supervisors, and management bodies, including the Operating Personnel Management Boards (OPMBs).
- F. The DPMB shall make exceptions to normal Project procedures on a case-by-case

basis when it believes exceptions are warranted.

G. The DPMB may establish itself as the approving body for any category of personnel actions under its jurisdiction.

H. The DPMB shall exercise the above described authorities over all human resources functions under its jurisdiction, including:

1. Position classification
2. Position management
3. Staffing and probation
4. Recruitment and retention allowances
5. Promotion
6. Reduction-in-force
7. Pay administration, including pay for performance
8. Performance evaluation
9. Awards
10. Employee development
11. Employee relations and adverse actions
12. Project implementation
13. Project evaluation
14. Project budgeting
15. Automation of human resources systems

V. Membership

A. Through the first cycle, the Deputy Director of the National Institute of Standards and Technology (NIST) served as Chair of the DPMB. After the first cycle, the chairmanship of the Board was assumed by one of the members of the Board. Voting members of the Board will be designated top managers of the participating operating units.

B. Voting members of the DPMB will include the following:

- Deputy Director, Bureau of Economic Analysis (BEA)
- Deputy Assistant Administrator for Operations for National Marine Fisheries Service (NMFS)
- Deputy Assistant Administrator, National Environmental Satellite, Data, and Information Service (NESDIS)
- Deputy Assistant Administrator, Office of Oceanic and Atmospheric Research (OAR)
- Associate Administrator and Director, Institute for Telecommunications Sciences (ITS), National Telecommunications and Information Administration (ITS/NTIA)

- Staff Director, Technology Administration (TA)
- Deputy Assistant Administrator, Office of Program Planning and Integration, National Oceanic and Atmospheric Administration (NOAA)
- Director, Office of Administrative Services, Office of the Secretary (OS)
- Director, Office for Security, Office of the Secretary (OS)
- Director, Office of Human Resources Management, Office of the Secretary (OS)
- At Large Line Office Representative ( two year rotating term- NOAA)

C. Non voting member of the DPMB will include the following:

- Director, Office of Civil Rights, Office of the Secretary (OS)
- Director, Office of Civil Rights (NOAA)

## VI. Administrative Rules

- A. A quorum shall consist of eight voting members.
- B. The Chair shall announce decisions after taking votes or after determining that there is general consent. The Chair may make emergency decisions to be submitted later for Board ratification.
- C. The Department's Office of Human Resources Management (OHRM) shall provide executive secretarial support for the DPMB.